

The Institute for Advanced Technology
CDC / C-E-I-R, 5272 RIVER ROAD, WASHINGTON, D. C. 20016

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Hotels

Seminars are conducted at the hotels listed below. Cost of hotel rooms are not included in tuition but we will make reservations for you if you request. Please indicate accommodation requirements on the enclosed registration card. (Hotels will hold a block of rooms for seminar participants until two weeks before the seminar.)

December 11-13

Sheraton-Silver Spring
8727 Colesville Road
Silver Spring, Maryland 20910

Room Rates:

Single \$13.00
Twin \$18.00

January 15-17

Sheraton-Biltmore Hotel
817 West Peachtree Street, N.E.
Atlanta, Georgia 30383

Room Rates:

Single \$14.00
Twin \$21.00

February 5-7

The Waldorf-Astoria Hotel
50th & Park Avenue
New York, New York 10022

Room Rates:

Single \$22.00
Twin \$28.00

The Sheraton-Silver Spring is a mile from the Capital Beltway and is easily accessible to the entire metropolitan area and by direct limousine service to Washington airports. The hotel offers free parking to seminar participants.

Over 30 Courses Available

in 2 to 5 day seminars

Seminars are offered at various cities throughout the country. Private, in-plant sessions can also be arranged. A sampling of seminars currently scheduled:

**Basic Systems & Procedures Including
Data Processing Concepts**

November 6-8, Washington, D.C.

Data Communications Systems

November 13-15, New York

Introduction to EDP for Managers

November 13-15, Philadelphia

Time-Sharing Systems

November 18-20, New York

Optical Character Recognition

November 18-20, Washington, D.C.

Production Planning, Scheduling & Control

November 21-22, Washington, D.C.

Management Information Systems

December 2-4, Washington, D.C.

**EDP Personnel Management for
the Line Manager**

December 2-3, Los Angeles

Courses for 1969

Hospital & Medical Information Systems

Computer Graphics

Introduction to Operations Research

Model Building in Economics and Industry

For outlines, or to be placed on the mailing list for future announcements, write:

**REGISTRAR
Institute for Advanced Technology**

C-E-I-R INC.

5272 River Road, Washington, D.C. 20016
Phone: Area Code 301/652-2268

Microfilm Information Systems

3-Day Seminars

Washington, D.C. Dec. 11-13
Atlanta Jan. 15-17
New York Feb. 5-7

presented by

The Institute for Advanced Technology

C-E-I-R INC.

a subsidiary of Control Data Corporation

Course Outline

INTRODUCTION

Course Outline and Objectives
Background and History of
Microfilm and Uses
Review of Current Microforms

SYSTEM SURVEY

Evaluation of the Need
Proper Method of Evaluation
Case Examples

HARDWARE OVERVIEW

Reader Printers
Cameras
Processors
Microform Storage Devices
Closed Circuit Television Systems
Remote Transmission Systems
Indexing Techniques

OPERATIONAL SYSTEMS

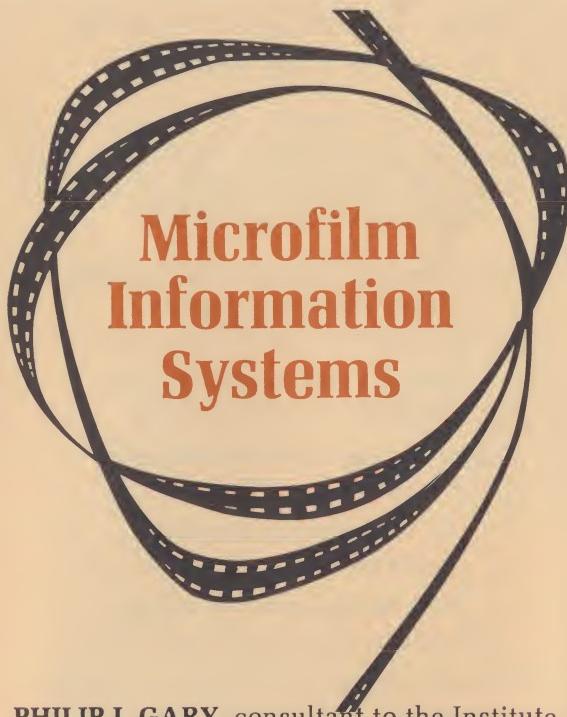
Role and Cartridge Systems
Aperture Card Systems
Microfiche & Microthin
Jacket Systems

SYSTEMS PRESENTATIONS

General Discussion of Microfilm
Devices
Individual Systems Presentations

DISCUSSION FORUM AND SUMMARY

The right to cancel the seminar or to amend
the syllabus is reserved.



PHILIP J. GARY, consultant to the Institute for Advanced Technology, is an expert in Microfilm Information Systems. He has an extensive professional background in information storage and retrieval. This experience includes evaluation and selection of systems, and design and implementation of microfilm applications. Mr. Gary has a bachelor's degree in Business Administration from Adelphi University.

This seminar is intended primarily for systems analysts and management level personnel concerned with the feasibility of document retrieval related specifically to Microfilm Information Systems. A heavy emphasis will be placed on general microfilm systems concepts, proper systems evaluation, hardware considerations with examples of several functioning systems. The remote transmission of microfilm data will be touched on lightly.

The seminar is designed for the participant desiring the information and knowledge required to intelligently determine the role of microfilm in the future of an organization.

C-E-I-R^{INC} is an international applied research and data processing organization that offers analytical, scientific and professional services to business, science and government. Founded in 1954, it is operated as a subsidiary of Control Data Corporation, maker of the world's largest and fastest computing systems. The C-E-I-R professional staff includes several hundred mathematicians, statisticians, economists, operations researchers, management scientists, and others from a variety of disciplines. Augmenting this professional capability are modern electronic computing equipment and skilled computer programmers and operations personnel at computing centers in major U.S. Cities, The Hague, and Mexico City.



INSTITUTE FOR ADVANCED TECHNOLOGY

The Institute for Advanced Technology is a natural outgrowth of C-E-I-R's long-standing involvement in management education. The revolutionary nature of computer-based methods made education an integral part of C-E-I-R operations from the beginning. This teacher-doer relationship is formalized in the Institute for Advanced Technology. IAT faculty members are drawn primarily from the ranks of CDC's and C-E-I-R's professional staffs. Its curriculum is drawn from subjects in which these professionals are expert—recognized for excellence in day-to-day application of the art and science of computer usage to the real problems of business and industry. Sharing these new skills through seminars in major cities, management clinics, and special, implant training programs is the major goal of the Institute for Advanced Technology.

REGISTRATION:

Tuition, including course materials and luncheons, is \$210 for the first student and \$190 for others from the same organization. Checks for tuition should be made payable to The Institute for Advanced Technology. Classes will begin at 9:00 a.m. and end at 5:00 p.m.

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(date of seminar)

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